



OPE EXAMINATIO

For

DATA PROCESSING MANAGER III

This examination is being conducted under a demonstration project to establish an alternative examination and selection process for filling specified positions. All candidates who meet the minimum qualifications are encouraged to apply.

DIVISION : Information Systems

POSITION : Section Manager, Project Management Office
(Project Management Office Section)

LOCATION : Sacramento

SALARY : \$6334 - \$6984

FINAL FILING DATE : August 14, 2006

(All applications must be **received** no later than the final filing date.)

You may fax a copy of your application to Deedee Hays at (916) 657- 8344 to ensure receipt by the Division prior to 5:00 p.m. on the final file date. The original application can then be mailed to: DMV, Information Systems Division, Attention: Deedee Hays, 2415 First Avenue, MS B177, Sacramento, CA 95818.

DUTIES/RESPONSIBILITIES

Under the general direction of the Enterprise Planning & Services Branch Chief, the DPM III provides managerial control over the Project Management Office (PMO) Section, which is responsible for providing the following enterprise wide project management related services: FSR/SPR/PIER Support Services, Project Management Services, Project Portfolio Mgt, IT Cost Estimate Services and Project Cost Management Services.

MAJOR DUTIES OF THIS POSITION INCLUDE

- Through intermediary managers and staff, provide management support and direction to the FSR/SPR/PIER Support Team, Project Management Services Team, Project Portfolio Team and the PMO Cost Management and Admin Support Group.
- Provide guidance and support in the establishment and maintenance of project management policies, standards, methodologies and best practices that align with the Project Management Body of Knowledge (PMBOK), California State Information Technology Plan, and the department's Strategic Business Plan, Strategic Information Technology Plan, and Enterprise Architecture framework.
- Provide guidance and support in the effective implementation of project portfolio practices and the establishment and maintenance of a centralized repository capable of producing management reports, capturing resource allocations, project costs and allows for tracking major milestones and project or task dependencies/interdependencies.
- Provide managerial oversight in facilitating, tracking, controlling and monitoring the IT project initiation and approval processes, including associated documents, such as Feasibility Study Reports (FSR's), Special Project Reports (SPR's) and Post Implementation Evaluation Reports (PIER's).
- Provide guidance and support in the development of cost estimate, cost budgeting and cost control processes utilized to ensure projects can be completed within an approved budget.
- Through subordinate managers, monitor legislation that has a potential technology impact and coordinate initial cost estimates for the department's Legislative Office. Provide miscellaneous cost estimates initiated through employee suggestions, proposals, business initiatives, etc.
- Support the Information Technology Governance Council (ITGC) and Advisory Committees through the provision of the IT Project Portfolio, which provides a process to manage IT investments throughout their lifecycle and measures results against anticipated business value.
- Provide management planning and reporting regarding the Project Management Office (PMO) Section activities to the Enterprise Planning & Services Branch Chief, CIO, ISD's Deputy Director, DMV Deputy Directors, Director's Office and the ITGC.
- Provide liaison services to control agencies regarding all aspects of project monitoring and control.
- Advise the Data Resource Managers and Information Security Officer of system control vulnerabilities and provide recommendations to enhance data security for existing and developing systems. Comply with the security policies and procedures established by the data owners and the Information Security Officer.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on screening criteria.

- Provide management support and direction to the FSR/SPR/PIER Support Team, Project Management Services Team, Project Portfolio Team & PMO Cost Management and Administrative Support Group.
- Provide guidance and support in the establishment and maintenance of project management policies, standards, methodologies and best practices that align with the Project Management Body of Knowledge (PMBOK), California State Information Technology Plan, and the department's Strategic Business Plan, Strategic Information Technology Plan, and Enterprise Architecture framework.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA – CONTINUED

- Provide guidance and support in the effective implementation of project portfolio practices and the establishment and maintenance of a centralized repository capable of producing management reports, capturing resource allocations, project costs and allows for tracking major milestones and project or task dependencies/interdependencies.
- Provide managerial oversight in facilitating, tracking, controlling and monitoring the IT project initiation and approval processes, including associated documents, such as Feasibility Study Reports (FSR's), Special Project Reports (SPR's), and Post Implementation Evaluation Reports (PIER's).
- Leadership Skills – Knowledge and Experience.
- Decision Making Ability – Knowledge and Experience.
- Highly desirable qualifications include PMI PMBOK certification.

MINIMUM QUALIFICATIONS

Either I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

Or II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the Department's goals and policies; principles of the governmental functions and organizations at the State level, including the legislative process; a manager's role in ensuring Equal Employment Opportunities.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively provide Equal Employment Opportunities.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualification. This Statement of Qualifications is a discussion/summary of the candidate's experience that would qualify him/her for this position. The statement can not be more than one page in length.
- Resumes are optional and do not take the place of the Statement of Qualifications.

The State application and Statement of Qualifications are to be submitted to:

**Department of Motor Vehicles
Information Systems Division, Attention: Deedee Hays
2415 First Avenue, MS B177
Sacramento, CA 95818**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

SELF CERTIFICATION STATEMENT The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination.

Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a State application and Statement of qualifications/summary which must be received by the final filing date. Questions regarding the position should be directed to Deedee Hays at (916) 657-5963 or CNET 437-5963. Questions concerning the examination process should be directed to Wendy Duke, Selection Analyst at (916) 657-7488 or CNET 437-7488. California Relay Telephone Service for the deaf or hearing impaired from TDD phone: 1-800-735-2929; from voice phones 1-800-735-2922.

ELIGIBLE LIST INFORMATION

A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. **Applications received will not be maintained for future positions.**

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.